



2022 Coach Membership Requirement Checklist

Make sure all these requirements are current and on file at the MNSI Office.

- Membership Application** – Complete and mail a 2022 non-athlete membership application to the address printed on the application form. Send the \$71 membership fee with the application and be sure to read, ✓, and sign the application. [If your club pays your membership fees, YOU must complete/read and sign your application prior to giving it to your club registrar to send to Minnesota Swimming.] Valid until 12/31/2022.
- USA Swimming Coach Membership Requirements** Download the most current copy of this document from the MNSI website under documents/coaches. This is a list of approved course options. Check this list prior to taking a course to be sure it can be accepted. Coaches must maintain current certification at all times.
- CPR/AED Certification** – Obtain USA Swimming-approved adult & pediatric CPR/AED certification. Send a copy of your completion Certificate to the MNSI office. Valid for 2 years
- Safety Training for Swim Coaches** – See the list of acceptable options for Safety Training on the [USA Swimming Website](#). Valid 2 years.
Send both certificates to the MNSI Office:
 - STSC In-Water Certificate (or LG Certificate or In-Water Checklist) **and**
 - STSC Online Certificate (take course on the Red Cross Website & send certificate to MNSI office) [ARC \$25]
- Criminal Background Check** – Not Required for Junior Coach Members.
Take the background check on the USA Swimming website (www.usaswimming.org/backgroundcheck)
You will need to select one of two options: ✓ New Member Background Check ✓ Renewal Background Check
New members will pay \$36; Renewal screens are \$18. If you do not renew your background check within 30 days of its expiration, you will need to complete the new member background check. Results should be received within 3-5 business days. This must be renewed every 24 months. Completion will match your SWIMS record.
- Athlete Protection Training (APT) Course** – Take this course on the USA Swimming website (www.usaswimming.org/apt). Then click on “Access Training Materials”. Take “Mandatory Athlete Protection Training for Coaches/Non-Athlete Members” and follow the prompts. New members are required to have their non-athlete application form and payment processed by Minnesota Swimming before they can sign in to complete the course. The former 3 required courses have been condensed into one. You must “finish” by completing the quiz and evaluation at the end. APT must be renewed every 12 months. Results take 24 hours to match a member record.
- USADA Coach’s Advantage Tutorial (CAT)** – A new requirement for coaches this year, this must be successfully completed by January 1, 2020. It can be found in the same location on the USA Swimming website as APT. www.usaswimming.org/learn. This tutorial follows the same parameters and timelines as APT and must be renewed every 12 months. MNSI is notified when you have completed this requirement.
- Foundations of Coaching (FOC)**
 - First Year coaches must complete FOC 101 (\$15) prior to being authorized as a 1st year coach member.
 - Prior to the 2nd year of coach membership, coaches must take FOC 201 (\$25) **and**
 - Rules & Regulations for Coaches (no fee). FOC 101 is a pre-requisite. www.usaswimming.org/foc
(Each FOC is only completed one time and MNSI is notified when the requirement is complete.
- Concussion Training (CPT):** All Coaches must complete a Concussion Training course. This is now required by USA Swimming and is, also, a state law (MN Statute #121A.37 and 121A.38: Youth Sports Programs). CPT will show on all reports and Deck Pass. Your CPT completion certificate must be sent to the MNSI office.
[CDC Concussion Training](https://www.cdc.gov/headsup/youthsports/training/index.html) Head’s Up Course (<https://www.cdc.gov/headsup/youthsports/training/index.html>)
- Deck Pass** – Coaches should sign up for a Deck Pass account at www.usaswimming.org/deckpass to verify membership status and check the expiration dates of all their coach membership requirements. Deck Pass also serves as an electronic membership card at meets. Download the Deck Pass app for your phone or mobile device.